

~~CONFIDENTIAL~~

TAB A

ADVANTAGES OF USE OF A COMMON INDEX NUMBER*

- a. Reduce substantially the wide variety of numbers now in use throughout the Agency and the labor required to maintain the separate rosters of those various systems.
- b. Eliminate the labor involved in the biannual reassignment of payroll numbers in the Fiscal payroll in order to reestablish the alphabetical sequence of the names.
- c. Eliminate errors due to similarity of names, misspelled names, identical names, or illegibly written names.

TAB
A

25X1A

e. Facilitate correlation by machine process between payroll records and personnel records. Reports of certain types would be possible which cannot now be obtained by machine or are far more expensive than they would be if a common number were used. Such reports would include insurance, training, passports, badges, security categories, etc.

f. Permit correlation of payroll records and personal address records to place addresses on W-2's at the end of the tax year without the use of a cross-reference file.

g. Enable consolidation of staff employee pay and advance account records by machine to summarize outstanding indebtedness or credits due an employee for clearance purposes when an employee resigns or transfers between funds.

h. Provide for possible consolidation of retirement records for staff employees carried on vouchered and confidential funds. One posting would be possible to the Form 2806, Individual Retirement Card, for employees carried on both funds during the same year. At present, each payroll office maintains its own record and makes a separate posting each time an employee transfers between funds.

i. Permit consolidation of tax withholding records for staff employees,

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*These advantages have been accomplished to the extent applicable by adoption of the Common Index Number effective beginning with calendar year 1958 for staff employees paid from vouchered funds.

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